

Procedure 0310.01
Issued January 6, 1997

SUBJECT: Preparation of Outgoing Mail.

APPLICATION: Executive Branch Departments and Sub-units located in Lansing, or served by an Intrastate Mail-run or through the Detroit Sub-station.

PURPOSE: To inform Executive Branch Departments and Sub-units on how to prepare mail for pick-up and processing.

CONTACT AGENCY: Agency Services - Operations Division
Mailing Services
7461 Crowner Dr.
Lansing, Michigan 48913

TELEPHONE: (517) 322-1899

FAX: (517) 322-5971

CONTACT AGENCY: Department of Management & Budget,
Acquisition Services - Logistics
Transportation Services
7461 Crowner Dr.
Lansing, Michigan 48913

TELEPHONE: (517) 322-1897

FAX: (517) 322-6333

SUMMARY: Proper preparation of all types of mail will result in more efficient mail processing, faster delivery and additional postage savings for U.S. Mail. In general, mail must be properly separated, labeled or addressed, and bundled.

There are specific regulations and guidelines detailing what can be sent through Interdepartmental (I.D.) mail, U.S. Mail, United Parcel Service (UPS) or other carriers. Contact Mailing Services (for questions regarding U.S. Mail / UPS) or Transportation Services (for questions regarding I.D. Mail) for assistance prior to preparation.

APPLICABLE FORMS: Bar coded Metered Postage Postal Account Form / Card
Bar coded United Parcel Service Postal Account Form / Card

PROCEDURES:

Agency:

- Separate mail by: I.D. mail, U.S. Mail, United Parcel Service (UPS), mail that is already stamped, or Business Reply Mail.

- I.D. Mail Guidelines (See also Procedure 0310.02):

-- May be used only for State business

-- Use of I.D. Mail requires each envelope to have the department, division, section, location and person's name to whom the mail is to be delivered. Street address, building name, floor or room number should also be added.

-- New I.D. Mail envelopes are available from the contract vendor for office supplies.

-- Used I.D. Mail envelopes can be ordered by calling the Transportation Services mail-sorting supervisor at (517) 322-1897.

--I.D. Mail sent to a location outside the greater Lansing area, via one of the regional route mail-runs, should always have the street address (including city) where the office is located as well as the previously mentioned address elements. To aid in identifying out-of-town mail, the proper regional route mail run designation (Detroit Run, Flint/Saginaw Run, etc.) should appear above the address in bold lettering. (A listing of current regional route mail runs is located on the DMB web site. Go to: www.michigan.gov/dmb. Then click on Agency Services, then Transportation Services. Select 'Regional Routes by Department'. Find the department name and building address you are mailing too. The name of the mail run is located after the building address.)

- U.S. Mail (unstamped) Guidelines:

-- When using windowed envelopes, the entire 'send to' address must show through the window.

-- Hand written addressing should be avoided. When unavoidable, the 'send to' address must be hand-printed rather than written in cursive. Locate it in the same position as a typewritten 'send to' address. Failure to do so will result in the loss of U.S. postage discounts.

-- Separate U.S. Mail from other types of mail.

-- All U.S. Mail will be processed as First Class Mail unless otherwise noted on the mail piece.

-- Separate mail by envelope size.

-- Face mail in same direction.

-- Nest all unsealed letter size envelopes.

-- Seal or tape shut all letter size envelopes, which are 1/4" or more in thickness.

-- Seal or tape shut all envelopes larger than a letter size envelope regardless of thickness.

-- A bar-coded postal account form / card generated from Mailing Services Metered Mail / UPS web site must accompany all U.S. Mail including foreign and accountable mail (Contact Mailing Services for instructions on use of the Metered Mail / UPS web site). This form / card must contain a bar code that identifies the department mailer's customer number including all required information necessary to bill a department for the postage applied to the mail. The form / card must be banded to each bundle of mail unless there is sufficient mail with

the same customer number to completely fill a shipping container (mail tub or mail tray). In this case the form / card should be placed in the front of the shipping container.

-- Foreign mail and accountable mail (i.e. Certified, Insured, Registered, and Certificate of mailings) must be separated from mail to be metered.

--- Place a note on the mail piece indicating the action to be taken by Mailing Services. Position the mail on top of the batch of mail to be processed.

--- Ensure items are prepared according to U.S. Postal Service (USPS) regulations.

-- When using a large mail tub (on wheels) from the USPS to transport mail, a false bottom should be created inside the tub so that the mail is elevated to the top of the tub. This allows for easier handling of the mail, helping to prevent injuries. If available, mail tubs that have the spring-loaded bottoms that raise the mail in the tub should be used.

-- Letter size envelopes containing objects such as keys, pins, tags, or pens are PROHIBITED by USPS regulations from being mailed unless the envelopes are specially marked "DO NOT AUTOMATE." Envelopes containing such items and marked "DO NOT AUTOMATE." are not eligible for automated postage discounts. To ensure the proper handling of such mailings, contact Mailing Services before sending the mailing for processing.

-- Mail not meeting the above preparation requirements will be delayed and may be returned to the sender to be properly prepared, thus delaying the mail. Additional postage fees may also apply.

- Stamped Mail:

--Separate and bundle stamped mail together. This includes outgoing 'Business Reply Mail'.

--Ensure that each piece contains the proper postage.

--Note that no processing or verification of stamped mail is performed by DMB. Stamped mail is merely taken to the U.S. Post Office for processing.

- United Parcel Service (UPS) Guidelines:

-- Centralized UPS processing service is available to all agencies.

--- Separate and clearly identify parcels being shipped via UPS.

--- A bar coded postal account form / card must accompany UPS parcels the same as metered mail.

--- Include a complete and legible 'ship to' and 'return' address on the parcel. The best addressing method to use is a typewritten, self-adhesive label that includes the 'ship to' and 'return' addresses. The label should be placed on the parcel in a recognizable area.

--- Always use a street address for the 'ship to' address. UPS will

not deliver to a Post Office box and will assess additional fees when one is used.

For other general information on services offered by Mailing Services and Transportation Services, please go to: www.michigan.gov/dmb. Then click on Agency Services, then Click on either Mailing Services or Transportation Services.

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